



Consortium for the  
Accreditation of  
Sonographic Education

## Post-Accreditation Review Meeting between Accreditors & Committee Members

- Purpose:** To discuss the proposed conditions and recommendations (and commendations) with Committee members to ensure parity across all accredited programmes.
- Format:** A teleconference call or web-based meeting between the Accrediting team and (some) Committee members. A physical meeting can be held if circumstances /geography are favourable but there will be no expenses available.
- Responsibility:** Lead Accreditor
- Timing:** About two weeks following an accreditation event - once the initial report is drafted but before it is shared with the programme team.

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1. The Accrediting team agree on a date and time(s) when they can all be available for a call and arrange either a teleconference number or web-based application to be used - the CASE Coordinator can help with the technical arrangements if required.
2. The Lead Accreditor contacts the Committee Members, via the CASE Co-ordinator, with details of the time and format of the meeting and forwards the draft report in advance.

Committee Members are requested to reply directly to the Lead to let them know if they are available or not. If four or more members are available then the call can go ahead, otherwise the Lead should consider an alternative date. The meeting can still go ahead with one to three Committee members to provide guidance and offer suggestions; however no decisions can be made under those circumstances as the group will not be quorate.

The Committee Chair should not be expected to attend every meeting – the Committee Members have a responsibility to share the workload between the group.

The CASE Co-ordinator does not need to attend the meeting unless there is a very specific requirement to do so.

3. The Lead Accreditor will Chair the meeting and one of the other attendees volunteer/is nominated to take notes of the **key actions and decisions only**.

All the proposed conditions, recommendations & commendations should be discussed; the Committee members will provide advice and guidance to be consistent with other accredited programmes and in light of previous experiences.

4. Following the meeting the notes should be circulated to the Accrediting team, the Committee members and the Coordinator. Those not-present at the meeting will be given a few days to comment before the initial report is completed and the conditions and recommendations are shared with the Programme Team.